

Maryland Historical Trust
Capital Grant for Historic Preservation Projects
FY19 Full Application Questions

This document is intended to be used a guide to help prepare documents and responses to questions ahead of when the full application is available. Only intents to apply and full applications submitted through our grants system will be accepted.

Note: you must submit an intent to apply, otherwise you will not have access to the full application

Intent to apply due at 11:59pm on February 15th, 2019

Full application due at 11:59pm on March 22nd, 2019

If you have any questions about the program, property eligibility, the application, or technical questions using the online application system, please contact Courtney Hotchkiss at Courtney.hotchkiss@maryland.gov or 410-697-9514.

Project Design

Organization name: The name of the organization, business, or individual applying for funding.

Property Name: This should refer to the building or structure you intend to work on. If it is part of a larger site, please include that information as well. For example, “The Stone House at Elk Landing”.

Current Use: What is the current use of the property

Proposed Use: What is the proposed use of the property? Please respond fully, even if the use of the property will not change.

Project Description: Describe the overall project, including past and future phases of work funded through other sources.

Grant Project Scope of Work: List the construction-related work that this specific grant (and related match) would fund. Please note that all work must be in accordance with the Secretary of Interior’s Standards.

Key Steps and Timeline: List the steps you will take to complete the project and projected dates when you will do them. Include other phases (identified as outside the grant period) if that will help explain or provide context for your grant request. The date you plan to start work should not be earlier than June 1, 2019. The date you plan to end work should not be later than June 1, 2021.

Budget

Detailed Project Budget: information to be submitted on the provided Excel spreadsheet and uploaded to the application. A sample spreadsheet can be found at the Capital Grants website here:

https://mht.maryland.gov/grants_capital.shtml

Grant Funds Requested: The maximum amount you can request for an MHT Capital Grant project is \$100,000. The suggested minimum is \$10,000. The requested amount should be in an even increment of \$1,000.

Proposed Cash Match: What is the dollar amount of the cash match you have in-hand? Upload proof of cash match to the application.

Proposed In-Kind Match: What is the dollar amount of the cash value of your in-kind match? Please see grant guidelines for detail on what is eligible match. Upload proof of in-kind match to the application.

Describe any state funds that are already committed to this project. Other state funds may not be part of the match for this grant, but they may be a significant source of other funds for your project.

Property

Property Name

Other Property Name(s), if any

Address of Project Property: include the street address, city, and zip code

In which county is the project located?

Will any aspects of the project cause ground disturbance (utility lines, footings, underpinnings, grading, signage installation, etc.)? If yes, please describe the location and nature (depth, size, etc. if known) of the ground disturbance.

Significance

Property Significance: briefly discuss the property's historical significance. (500 words)

History of Construction/Alterations: Give the date of when the building or structure was built and the date(s) of any significant alterations or previous restorations/rehabilitations. (150 words)

If the property historically designated, either individually or located within a designated historic district? Check all that apply (national historic landmark, national register, local historic landmark, national historic landmark district, national register historic district, local historic district). You can look up your property by street address using Medusa, MHT's Cultural Resource Information System, which is available at <https://mht.maryland.gov/secure/medusa/>

If the property is inventoried in the Maryland Inventory of Historic Properties (MIHP), please indicate its MIHP identification number. You can look up your property by street address using Medusa, MHT's Cultural Resource Information System, which is available at <https://mht.maryland.gov/secure/medusa/>

Does the Maryland Historical Trust hold an easement on the property? Check the box if yes.

Approval of Change to Easement Property: If the project property is protected by a perpetual preservation easement held by MHT, and if you have already received from MHT a determination concerning the proposed grant-funded work, please upload the MHT determination letter.

Is this project urgent? What are the most urgent needs relative to this project or property? Why does this project need to proceed at this time? What will happen if it does not? (500 words)

Public Benefit and Impact

Goals and Objectives: Explain the goals and objectives of the project, especially as they relate to the goals of MHT. Describe how the grant-funded project will contribute to the long-term preservation of the resource.

Describe the benefit of the completed project to the general public: Describe how the site currently or will contribute to the interpretation and education of Maryland's history and culture.

What hours per day, days per week, and months per year will the project/property be open to the public: If the project will not be open regular hours, please indicate how access will be made available.

What amenities are or will be available to the public at the property? This includes restrooms, water, parking, interpretation and education (guided tours, self-guided tours, signage, brochures), etc.

What provisions exist or will be made for physical or programmatic access by individuals with disabilities?

Describe how this project will engage with or stimulate other activities, programs, projects, or partnerships throughout the community.

Support for the Project

Please indicate the Federal legislative district in which your project property (not your organization) is located. To look it up, click here: <https://www.govtrack.us/congress/members/map>

Please indicate the Maryland state legislative district in which your project property (not organization) is located. To look it up, click here: http://mdpgis.mdp.state.md.us/Legis_District/index.html

Please list the elected officials and other individuals from whom you have requested letters of support. You must have letters from a State Delegate and a State Senator representing the district within which the project property is located; other letters may come from local elected officials, prominent community leaders, or subject matter experts, for example.

If you have copies of the support letters, you can attach them to the application (sometimes letters are sent directly to MHT).

Project Management

Describe your organization's administrative and financial experience and ability to manage the property and to manage a grant of this type. Identify other grants or other types of funds your organization has received and successfully managed. Also describe your organization's experience with building-related or construction projects, and address the ability of your organization, and/or the property owner, to administer the property or project into the future.

How will ongoing maintenance costs be paid for in future years?

Identify any key individuals within the applicant organization who will be involved in the implementation of this project, in addition to the primary contact identified on the "Applicant" tab. Include the name and title for each person listed.

Identify any individuals outside of the applicant organization who were consulted in the development of this grant application or who are already involved in an ongoing phase of this project (i.e. contractors, consultants or partners). Please note that all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded. Include the name, title, company name, and field of work (architecture, engineering, construction, etc) for each person listed.

Applicant Organization

Legal name: The name provided must match EXACTLY the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). You can check your organization's legal name by clicking <http://dat.maryland.gov/Pages/default.aspx>. If you are an individual, please just enter your name.

Organization type

Tax IS/Federal Employer Identification Number (EIN): For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567. For individuals/private owners, enter your social security number.

Mailing Address, City, State, Zip Code

Organization general phone number

Organization general email

Website address

Organizational Documents: Non-profit organizations and business entities must upload copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Government entities and private individuals do not need to upload organizational documents. You can upload one document in each upload box. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

Project contact person

This is the person who will receive all correspondence, notifications and reminders regarding the grant. You will have an opportunity to provide the contact information for a grant writer (if applicable), below. Do not list the same person twice.

Please upload a resume for the primary contact.

[Only complete this section if you utilized a grant writer who has not already been listed elsewhere in the application.]

If this grant was prepared by **someone other than the Project Contact**, please provide their information here. Do not enter the same person if they are listed above. Please note that this individual will not receive reminders and notices associated with the project.

Release and Consent Form: Please sign and attach to your application.

I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act. [Check box]

I certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization. [Check box]

Full Name of Legally Authorized Submitter

Attachments:

Please use this page to upload the following types of items:

- Photographs,
- Photograph Descriptions,
- Architectural or Engineering Drawings Specifications or Reports,
- Historic Structures Reports or Archeological Studies,
- Contractors' Estimates *as directly relevant to the proposed project*,
- Other items you wish to include, or
- Other items you were not able to upload earlier in your application.

See below for more information on these items, and what you must submit.

Photographs:

- Submit at least 10, but no more than 20 photographs of the project property.
- Photographs must include overall images of all sides of the exterior of the building; general interior images as applicable to the project; and detailed images as applicable to your scope of work.
- Please give your images names such as *Brown House Facade.jpg* or *Brown House 1.jpg*. Do not leave images with computer-given names such as *PICT0007.jpg*.

Photograph Descriptions

- Provide a document listing your images, and give a brief description of what each image depicts.
- For example:
George Brown House
Reference Sheet for Images
Taken by John Doe, 5/20/13
 - Brown House 1.jpg - facade of building
 - Brown House 2.jpg - north elevation
 - Brown House 3.jpg - east elevation (rear) - proposed location for ADA ramp
 - Brown House 4.jpg - non-historic barn on site

Drawings, Specifications, Reports, Studies or Estimates

- If it is available, please provide any already-prepared technical documentation that may help us understand or evaluate the nature of the project or its significance or urgency, including architectural or engineering plans, or consultants' reports or studies.
- In addition, we strongly suggest that you obtain estimates from contractors or consultants in order to provide an accurate proposed budget for your project. If you have done this, please upload copies of the estimates below.
- It is not strictly required that you provide this information; however, it may strengthen your application.

HOW TO UPLOAD DOCUMENTS

1. In the Title Box below, type the name of your document (e.g. Brown House Photo 1, or Brown House Engineering Plans).
2. Click the "Browse" button.
3. Browse to the location of the document on your computer.
4. Highlight the document, and click "Open" or "OK".
5. Click the "Upload" button.
6. When you upload a document successfully, a red bar and a list of successfully uploaded documents will show at the top of this page. Scroll down to the bottom of the page to upload your next document. Repeat this process until all of the documents you want to include are listed as uploaded documents under the red bar.

If you do not have documentation prepared at this point, click "Save and Finish Later" to hold

the application until you have gathered the appropriate materials. You cannot submit the document and send the attachments later, unless otherwise noted in the application.

Upload

The maximum size for all attachments combined is 25 Mb. Please note that files with certain extensions (such as ".exe", ".com", ".vbs" or ".bat") cannot be uploaded.